

Conflicts Disclosure Statement

For Contractors:

A person or business, and their agents, who contract with the city or seek to contract with the city are required by Texas Local Government Code, Chapter 176, to file a conflicts disclosure questionnaire (FORM CIQ) created by the Texas Ethics Commission which is available online at www.ethics.state.tx.us. The form must be filed with the city no later than seven (7) days after the date the person or business begins contract discussions or negotiations with the city, or submits an application, response to a request for proposals or bids, correspondence, or other writing related to a potential agreement with the city. Such person and businesses, and their agents, must also file an updated questionnaire not later than September 1 of each year in which the person or business begins contract discussions or negotiations with the city, or submits an application, response to a request for proposals or bids, correspondence, or other writing related to a potential agreement with a city and within seven (7) days after the date of an event that would make as filed questionnaire incomplete or inaccurate. An updated complete questionnaire is not required if the person or business filed a questionnaire or updated questionnaire after June 1 but before September 1.

For Elected and Appointed Officials:

Officers of the City and its boards and commissions (including EDC) must file a "conflicts disclosure statement" (FORM CIS) with the local government records administrator with seven days of becoming aware of:

1. the officer or a family member of the officer has an employment or business relationship that results in taxable income with a person who has executed a contract with the City or with whom the City is considering doing business; or
2. the officer or a family member of the officer has accepted one or more gifts (other than food, lodging, transportation, or entertainment) with an aggregate value of \$250 in the preceding 12 months from a person who has executed a contract with the City or who is being considered for business with the City.

A family member is defined as a person related to another person within the first degree by consanguinity (blood) or affinity (marriage) which includes a spouse, father, mother, son, daughter, father-in-law, mother-in-law, etc.

The conflicts disclosure statement (Form CIS) has been created by the Texas Ethics Commission and is available online at www.ethics.state.tx.us. Failure to disclose information is Class C misdemeanor punishable by a fine not to exceed \$500. A defense if the official files the required statement within 7 days after receipt of notice of the violation.